



California Public Employees
Retirement System

SUPERVISING PENSION ACTUARY
Departmental Open, SPOT Examination
Exam Code: 4PABF
Final Filing Date: Continuous Examination Filing

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY	This is an OPEN examination for CalPERS. Persons who meet the minimum qualifications as stated on this bulletin may apply. Once you have taken the examination, you may not reapply for twelve (12) months. Applications will not be accepted on a promotional basis.	
HOW TO APPLY	Please submit a State Application (Form 678) to the address indicated below. Applications may be filed in person or by mail:	
	<u>Deliver in Person:</u> CalPERS Human Resources Division Exam Services Unit - (Attn: Michelle Gomez) 400 P Street, Room 3260, LPN Sacramento, CA 95814	<u>By Mail to:</u> CalPERS Human Resources Division Exam Services Unit - (Michelle Gomez) P.O. Box 942718 Sacramento, CA 94229-2718
	PLEASE REFER TO EXAM CODE 4PABF ON YOUR STATE APPLICATION. <u>DO NOT</u> SUBMIT APPLICATIONS TO CALHR OR THE STATE PERSONNEL BOARD. APPLICATIONS WILL NOT BE ACCEPTED VIA EMAIL, INTERNET, OR BY FAX.	
FINAL FILING DATE CONTINUOUS FILE	Applications will be accepted on a Continuous basis.	
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special assistance or special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear to the test, contact the CalPERS Examination Unit at (916) 795-3065.	
SALARY RANGE	Minimum \$9,074	Maximum \$11,306
POSITION DESCRIPTION & LOCATION	This is the full supervisory level. Incumbents supervise Associate Pension Actuaries and Senior Pension Actuaries. In addition, they may serve as staff experts and consultants on the most complex and sensitive program issues; may personally perform the most complex and sensitive actuarial work; and do other related work. Positions exist with the California Public Employees' Retirement System (CalPERS) in Sacramento, California.	
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement at the time the application is filed. NOTE: All applications/resumes must include "to" and "from" dates (month/day/year), timebase, civil service class title(s) and range, if applicable. College course information must include: title, semester, or quarter credits, name of institution, completion dates, and degree (if applicable). If you are utilizing the education pattern, please provide a copy of your degree or transcript. Proof of your Associateship in the Society of Actuaries is also required. Applications received without this information will be rejected. Resumes will not be accepted in lieu of completed State Applications (STD 678).	
EXAMINATION INFORMATION	This examination will consist of a Supplemental Application examination weighted 100%. Upon review of your state application and approval that you meet the minimum qualifications, you will be mailed the Supplemental Application examination and will be required to return it by a specific date. This examination is designed to elicit a range of specific information about each candidate's knowledge, skills and abilities, and potential to perform the duties of an Associate Pension Actuary. <u>Candidates who do not return the completed Supplemental Application examination will be eliminated from this examination.</u> Candidates who return their Supplemental Application by the specified date will be scored. Examination interviews will not be held. In order to obtain a position on the eligible list, a candidate must meet the examination requirements and must attain a minimum of 70.00% on the examination.	

MINIMUM QUALIFICATIONS	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either I, or II, or III, etc. For example, who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional examination as meeting 100% of the overall experience requirement.</p> <p style="text-align: center;">EITHER I</p> <p>Experience: One year of experience in the California state service performing the duties of a Senior Pension Actuary.</p> <p style="text-align: center;">and</p> <p>Possession of an Associateship in the Society of Actuaries.</p> <p style="text-align: center;">OR II</p> <p>Experience: Five years of increasingly responsible pension actuarial experience setting actuarial assumptions, processing or overseeing actuarial valuations as defined benefit plans and the production of actuarial valuation reports, at least three years of which must have been supervising a team of actuaries in either (1) a private pension program, or (2) a consulting actuarial firm working with employee pension programs, or (3) a comparable pension actuarial position in another governmental agency. (Experience in California state service must be at a level of responsibility provided in the promotional pattern.)</p> <p style="text-align: center;">and</p> <p>Education: Equivalent to graduation from college with specialization in actuarial science, mathematics, statistics, or computer science, or a related field.</p> <p style="text-align: center;">and</p> <p>Possession of an Associateship in the Society of Actuaries.</p>
DEFINITION OF TERMS IN MINIMUM QUALIFICATIONS	<p>The words <i>“performing the duties of....”</i> means that the applicant must have the amount of experience in State civil service in the class specified (or on a training and development (T & D), or approved out-of-class assignment to the classification.</p> <p><i>“Equivalent to graduation from college...”</i> is defined as satisfaction of the requirements for a bachelor’s degree from an accredited college. This means the applicant must show receipt of a bachelor’s degree (4 year college degree).</p>
EXAMINATION SCOPE	<p style="text-align: center;">SUPPLEMENTAL APPLICATION EXAMINATION - WEIGHTED 100%</p> <p>Rankings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Principles of actuarial science with emphasis on retirement systems. 2. Fundamentals of a sound retirement system. 3. Statistical techniques, data processing method and procedures. 4. Principles of supervision. 5. The Department's Equal Opportunity Program objectives. 6. A supervisor's role in the Equal Opportunity Program and the processes available to meet equal opportunity objectives. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Make complex and extensive actuarial and statistical computations. 2. Make complex and extensive actuarial investigations and valuations often requiring the development of complex scientific computer programs and to draw and apply correct conclusions from the results. 3. Prepare difficult and technical actuarial and statistical reports. 4. Analyze data, draw logical conclusions, and adopt an effective course of action. 5. Consult with the CalPERS Board of Administration. 6. Confer with public agency officials. 7. Supervise the work of others. 8. Evaluate employee performance. 9. Effectively contribute to the Department's equal opportunity objectives.
DISCLAIMER	<p>Please click on the link below to review the official California Human Resources class specification: http://www.calhr.ca.gov/state-hr-professionals/pages/5436.aspx</p>
ELIGIBLE LIST INFORMATION	<p>Names of successful candidates will be merged onto the existing eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after twelve (12) months. The resulting eligibility list will be used to fill vacancies at CalPERS.</p>

**VETERANS
PREFERENCE**

IMPORTANT CHANGES – EFFECTIVE JANUARY 1, 2014

Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans Preference process is administered by the State of California. **Veterans Preference will be granted in all OPEN examinations as follows, starting on January 1, 2014.**

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans Preference is not granted once a person achieves permanent civil service status.

How to apply for Veterans Preference is listed below in the General Information section.

CAREER CREDITS

Career credits will not be granted in this examination.

QUESTIONS

If you have any questions regarding this announcement, please contact CalPERS Exam Services Unit – Michelle Gomez at (916) 795-9656.

BRD: January 1, 2014

Class Code: 5490

Schematic Code: LP57

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the CalPERS Personnel Office (916) 795-3065 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the CalPERS Personnel Office (916) 795-3065 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon request.

Applications are available at California Department of Human Resources (CalHR), local offices of the Employment Development Department, the CalPERS personnel office and online at www.jobs.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

CalPERS reserves the rights to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rule 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at California Department of Human Resources (CalHR) Jobs Center.

General Qualifications: Candidates should possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in appraising experience, more weight will be given to the breadth of experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience.

Career Credits: Career Credits are granted only in Open, Non-promotional examinations, as follows: 1) State employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provision of Section 4 of the Article VII of the California Constitution, meet all qualification requirements specified by the Board, and have 12 consecutive months of service in an exempt position; and 3) members of the California Conservation Corps who have served one full year or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria and who pass the examination. Such examinations cannot be for managerial positions as described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section on the Application Form 678. (Section 4 of the Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

How to Apply For Veterans Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at www.jobs.ca.gov and on the Application for Veterans Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Developmental (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in a place of high school on a year-for-year basis.

TDD is Telecommunication Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay Service for the Deaf or Hearing Impaired: From TDD Phones: 1-800-735-2929, From Voice Phones: 1-800-735-2922